

Information Services Board Meeting Minutes –July 10, 2003

Department of Information Services Boardroom, The Forum Building
Olympia, Washington

Members Present:

Emilio Cantu
Marty Daybell
Darlene Fairley
Tom Fitzsimmons
Earl Heister
Ed Lazowska
D.J. Mark
Stuart McKee
Gary Robinson
Laura Ruderman

Members Absent:

Glenn Anderson
Jayasri Guha
Mary McQueen
Fred Stephens
James West

Roll Call

A sufficient number of members were present to constitute a quorum.

Approval of Minutes

The minutes from February 6, 2003, April 10, 2003 and April 28, 2003 were approved. April 10, 2003 minutes were amended to list D.J. Mark as absent that day.

**Department of Personnel's
Human Resource Management
Project Activities**

Gene Matt, DOP, announced that the Department of Personnel (DOP) issued an RFP on April 16th for a software package and integration services. A vendors' conference was held on April 23rd, with over 30 vendor companies attending. After receiving two proposals, DOP scheduled two-day demonstrations for each vendor. Three teams of subject matter experts were assembled to review and rate the proposals. On June 30th DOP announced the team of Accenture, SAP, Microsoft, and Avanade as the apparently successful vendor.

DOP intends to conclude negotiations with SAP and Accenture by July 18, 2003. There will be a debriefing for IBM and the PeopleSoft team on July 22nd. IBM has submitted a formal request for all public records related to this RFP. The project is on schedule based on the six-month work plan.

Rhodes and Associates is helping DOP to establish a project plan that details schedules and addresses interrelated projects and their impacts on each other.

Peter Antolin, OFM, closed by giving a brief budget overview. The legislature approved certificates of participation amounting to \$32 million and an additional \$10.5 million in operating budget surcharges that will be billed to state agencies to fund operating costs.

The Board requested a copy of the project plan to establish how the projects are managed at high level, and to identify the impacts these projects may have on different agencies. The Board also would like to continue receiving quality assurance reports from Sterling Associates.

**The State Interoperability
Executive Committee's
Nomination of Membership**

Scott Bream, DIS, gave a brief overview of Substitute House Bill 1271, which was unanimously approved by both houses of the legislature in March and is effective July 1st, 2003. The intent of legislation is to ensure the proper management and coordination of the state's investments in radio communications and licensed spectrum allocation. The legislation also clarified that radio telecommunications is the purview of the ISB.

The Bill directs the Board to create a State Interoperability Executive Committee (SIEC). This committee will be responsible for developing policies and make recommendations to the Board for technical standards. The SIEC will serve as a point of contact with the Federal Communications Commission (FCC) for determining the allocations used and licensing the radio spectrum.

Bill 1271 requires specific tasks of the SIEC. The SIEC shall take inventory of and evaluate all state and local government owned public safety communications systems and prepare a statewide communication plan. The committee shall present the inventory and plan to the Board according to the following timeline:

- December 21, 2003 – Inventory of state government operated public safety communications systems due.
- March 31, 2004 – Interim statewide public safety communications plan presented to Board.
- July 1, 2004 – Inventory of all public safety communications systems in the state due.
- December 31, 2004 – Final statewide public safety communications plan finished.

Scott requested that the Board take action to create the SIEC, and appoint members and chair of the SIEC. Currently 9 of the 13 entities required by the Bill have made nominations. These nominees include:

- General Timothy Lowenberg, Military Dept.
- Chief Ronal Serpas, Washington State Patrol
- Mr. John Conrad, Dept. of Transportation

- Mr. Stuart McKee, Dept. of Information Services
- Mark Kahley, Dept. of Natural Resources
- Mary Corso, State Fire Marshall
- Mr. Glen Woodbury, State Emergency Management
- Mr. Tom Griffith, Local Emergency Management
- Chief James Broman, Fire Chiefs Association

Funding is expected to come out of the budgets of those agencies and entities participating. Stuart McKee suggested that there might be a possibility of Homeland Security money becoming available.

Motion: The Board moved to approve the list of nine nominees for membership. Motion passed.

A chairperson for the SIEC will not be selected until the remaining four nominations are made and approved. The Board suggested that when those nominations are available, a phone meeting will be called to approve the nominations and a chairperson will be named by the ISB chair at that time.

The Proposed Enterprise Technical Architecture Committee

Roy Lum, DIS, proposed adding an Enterprise Technical Architecture Committee to better support the Board. The intent is to have this committee, which will report directly to the Board, create required infrastructure and architecture documents.

Senator Ruderman requested an ISB flowchart outlining ISB committees and their relationships to each other.

Motion: The Board moved to adopt the Enterprise Technical Architecture Committee as recommended. Motion passed.

Health Care Authority's Insurance Replacement Project

Pete Cutler, HCA, announced that deliverables two and three were received in May and June. All three deliverables are on site and in testing. As of July 7th, 70% of the system acceptance testing was completed. User acceptance testing scheduled to begin July 1st has not yet commenced. A review of the overall project schedule and remaining tasks is scheduled for July 24.

Tom Neitzel, HCA, outlined a contingency plan in case the October 6th deadline could not be reached. It consists of continued use of their current systems. There is a \$200,000 a month difference between the cost of running their two current systems versus the Insurance System Replacement. Since the Replacement Project was originally due to be in place in July, the \$200,000 a month in additional costs for running the original systems was not included in HCA's budget.

The Board voiced concern regarding the impact this project may have on DOP's Resource Management project. The Board requested a complete contingency plan be brought before them, that an assessment be made to establish the impact of a delay in this project on DOP, and that DIS get involved with the Quality Assurance consultant to do an additional review of risk assessment in preparation for the July 24th meeting.

**The Justice Information
Network's Washington
Integrated Justice Information
Board**

Brian LeDuc, JIN, gave a brief history and update of the Justice Information Network. The three goals of JIN are to establish governance structure, create technology infrastructure and build information exchanges to give improved access of information and provide better efficiency.

Mr. LeDuc also suggested that while JIN is handling several projects that don't report to ISB, he would like to see a portfolio management process developed for these projects to keep them on track.

Oversight Reports

Roy Lum, DIS, outlined the differences in the Department of Corrections (DOC) oversight report. They are currently off schedule but will be submitting an interim report by the end of July.

Mr. Lum announced that the Liquor Control Board will make a presentation to the Board at the next meeting regarding their progress with the vendor and delivery timelines.

New Business/Public Comment

There was no public comment or new business presented.

Adjournment

The meeting was adjourned.